# Attachment A, Memo #070-20

# March 13, 2020

## **Waiver for Sponsors to Provide Meals in Non-Congregate Settings**

**Date:**

**SFA:**

**Contact Information**:

*Complete the following information for providing meals in non-congregate settings due to COVID-19 closures. In addition to this waiver, the sponsor must complete an application for the Summer Food Service Program (SFSP) or the Seamless Summer Option (SSO) in SNPWeb.* ***This waiver does not allow for the service of meals. A complete application must be approved. Please submit a copy of your COVID-19 plan with this waiver.***

1. For this waiver, list the site(s) that qualify for SFSP or SSO.

Sites:

List site(s) that **do not** qualify for SFSP or SSO.

Sites:

1. If the sites do not qualify for SFSP or SSO, how will the meal distribution method(s) target low-income children? Please provide details.
2. When would the sponsor begin serving meals?
3. Please describe, in detail, the meal distribution method(s) the sponsor will use. Please include how the meal will be unitized. Please include how the waiver will target children in the area of the dismissed school(s).
4. How will the sponsor communicate with families on the availability of meals?
5. How will the sponsor count meals?
6. Describe process used to keep foods safe during meal distribution.
7. How will the sponsor provide oversight to the overall distribution, meal counting, and claiming processes?
8. How will the sponsor accommodate children with documented special needs?

### **Additional Waivers Requested (VDOE Approved)**

* **Flexible Meal Service Times** – In situations where meal service times need to be flexible to accommodate students’ situations, meals times may be set at the best times for students. I request this flexibility and attest that our current situation makes serving meals on a regular schedule challenging or impossible.

Reason:

* **Flexible Meal Service Times** – During unanticipated school closures related to COVID-19, it is advised that people avoid gathering in groups and that contact between individuals is limited. I request the flexibility to provide students with more than one meal at a time. Several meals may be distributed together. In your reason please describe how meals will be kept safe, counted, and distributed as a unit.

Reason:

* **Fluid Milk is Not Available** - Fluid milk and shelf-stable milk are not available, I request to waive the milk requirement in a unitized meal.

### Reason:

Please submit this waiver to [SNPPolicy@doe.virginia.gov](mailto:SNPPolicy@doe.virginia.gov).

**Signature**

**Date**

**FOR VDOE USE ONLY**

**Approved by:**

**Date Approved:**